4 MAR 1975

MEMORANDUM FOR: Deputy Director for Administration

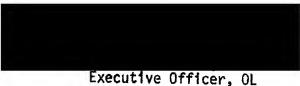
SUBJECT

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Annual Report to Congress on the Executive Dining Room

REFERENCES

- : (a) Memo dtd 2 Nov 72 to Ex. Dir.-Compt. fm ADD/S, same subject
  - (b) Memo dtd 21 May 73 to D/L fm ADD/M&S (DD/M&S 73-2012), same subject
  - (c) Memo dtd 25 Jul 73 to ADD/M&S fm D/L (OL 3 4314), same subject
- 1. Our records indicate that the last annual report to Congress on the Executive Dining Room was forwarded to you on 25 July 1973 per reference (c).
- 2. We have a note to the effect that Mr. Wattles, the then ADD/M&S. hand-carried this report to on 31 July 1973 for his use with Congress. STATINTL
- 3. In an effort to determine if there was still a requirement for this report, the undersigned called Mr. George Cary on 4 March 1975. Mr. Cary said that he was not sure if there was still a requirement; however, he would check it out with the appropriate Congressional staff. We agreed that we would forward to him the attached report for calendar year 1974 in the event there was still a requirement for this report.



STATINTL

Att

OL 5 0979

#### CENTRAL INTELLIGENCE AGENCY

#### Executive Dining Room

The Central Intelligence Agency operates an official representational dining room so that the Director may have available a suitable and secure dining facility for the entertainment of those individuals with whom it is necessary to consult in the discharge of his responsibilities in the field of foreign affairs. This facility consists of a kitchen, a small reception room, and a dining room of 292 square feet with a capacity of seating 12 guests. It is staffed by a crew of 3, which includes a chef, a waiter, and a bus boy/dishwasher. Approximately 1,000 meals are served annually.

There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, such a facility is in the best interests of the United States Government allowing senior Agency officers to conduct business discussions while having lunch.

The financial facts as to the operations of both facilities for calendar year 1974 are listed separately in Tabs A and B. A combined listing appears in Tab C.

3 Atts

CENTRAL INTELLIGENCE AGENCY
Executive Dining Room

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There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, as well as foreign nationals, without being optically visible to the world at large, such a facility is in the best interests of the United States Government. Such a facility also allows senior Agency officers to conduct classified business discussions while having lunch, in smuch as the serving staff is fully security cleared.

The financial facts as to the operations of both facilities for calendar year 1974 are listed separately in Tabs A and B. A combined listing appears in Tab C.

3 Atts

## ANNUAL REPORT - CALENDAR YEAR 1974

### Director's Dining Room

1.	Size	657	square	feet	
	Dining Room Kitchen	292 365	square square	feet feet	
2.	Seating		. (3)		
	Dining Room	12			
3.	Membership	N/A			
4.	Meals Served - 1974				
	Official Meals	987			
5.	Financial Statement				
:	Gross Income Gross Expense* Net Income		3,615.0 3,227.2 387.7	7	
6.	Subsidy by Appropriated Funds				
	a. Direct: Salary and Overtime b. Indirect: Maintenance 657 square feet x \$11.80** TOTAL	·	7,752.6 5,799.7		

### \*Omitting Salary

<sup>\*\*</sup>The \$11.80 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

## ANNUAL REPORT - CALENDAR YEAR 1974

# Executive Dining Room and Director's Dining Room

1.	Size	2,061 square feet	
	Kitchen Executive Dining Room Director's Dining Room	730 square feet 1,039 square feet 292 square feet	
2.	Seating		
	Executive Dining Room Director's Dining Room	64 12	
•			*
3.	Membership	· V	
	Executive Dining Room		STATINTL
4.	Meals Served - FY1973	15,283	
	Members Meals Official Meals Special Meals	13,641 987 655	
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5.	Financial Statement		
	Gross Income Gross Expense* Net Income	\$ 68,211.37 60,894.72 \$ 7,316.65	* *
6.	Subsidy by Appropriated		
	<u>Funds</u>		
	<ul><li>a. Direct: Salary and</li><li>Overtime</li><li>b. Indirect: Maintenance</li></ul>	\$ 111,903.37	
	2,061 square feet x \$11.80**	24,319.80	

<sup>\*</sup> Omitting Salary

TOTAL

136,223.17

<sup>\*\*</sup> The \$11.80 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

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R	OUTING	AND	RECORI	D SHEET DD/A 15-1126		
SUBJECT: (Optional) Annual Report 1	to Congr	ess on	the Exec	utive Dining Room		
FROM: Executive Officer, OL 1206 Ames			EXTENSION 3491	NO. OL 5 0979  DATE 4 March 75.		
TO: (Officer designation, room number, and building)	DA RECEIVED	TE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)		
Deputy Director for Administration 7026 Hdgrs	3/	175	3	This report is being forwarded to Mr. Cary through you.		
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3 Legislative Counsel 7D35 Hdqrs				DD/A Registry Fitc <u>Beag + Chemas</u>		
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STATINTL

Use previous editions

FORM NO. 237

Approved For Release 2001/07/12 : CIA RDP79 00498A000100150049-1 TRANSMITTAL SLIP 4 Mar 75. TO: DD/A ROOM NO. BUILDING 7D26 Hqs. REMARKS: Without attachment. Original forwarded to OLC by DD/A. FROM: E0/0L ROOM NO. BUILDING EXTENSION Ames 1202 3491

> REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

FORM NO .241